

AGENDA ITEM #13

March 11, 2005

To: Delta Protection Commission

From: Margit Aramburu, Executive Director

Subject: Recruitment and Hiring Process for New Executive Director
(*For Commission Action*)

TIMELINE:

- March 24: Approve Job Description; Designate Chair to Appoint Screening and Interview Committees, Adopt Schedule for Hiring Process
- April 1-30: Accept Job Applications
- May 2-6: State Lands Commission staff reviews applications for compliance with qualifications.
- May 2-6: Screening Committee reviews applications and identifies candidates for interviews
- May 16-20: Interviews; Interview Committee identifies recommended candidate(s)
- May 26: Commission interviews recommended candidate(s) in closed session and selects New Executive Director from recommended candidate(s); reports action in open session

JOB DESCRIPTION:

Attached is an updated version of the original job description for Commission review and approval.

SCREENING PANEL:

The Chair will appoint a screening panel of at least three persons familiar with personnel and hiring practices, and who are not Commissioners.

INTERVIEW COMMITTEE:

The Chair will appoint an interview committee of at least three Commissioners. The Committee can hold interviews in a closed session if required steps are taken.

**The Delta Protection Commission
Announces Recruitment for Executive Director--Exempt
Salary: \$6,468-\$6,994 per month**

THE POSITION:

The Delta Protection Commission invites qualified individuals to apply for the position of Executive Director to the Commission. The person in this position will be responsible for all aspects of the Commission's program including administrative, regulatory, and planning activities. One of the major planning activities currently underway is updating the Background Reports and the Commission's adopted Land Use and Resource Management Plan for the Primary Zone of the Delta.

DESIRABLE QUALIFICATIONS:

Education: Possession of a baccalaureate degree from an accredited college or university.

Experience: Four (4) years of progressively responsible experience in an administrative or planning capacity engaged in projects or programs pertaining to regional land use which involve a wide range of issues such as agriculture, water, recreation, conservation and development, and wildlife preservation.

Substitution for Experience: Possession of a master's degree from an accredited college or university with a major in Urban Planning, Regional Planning, Environmental Planning or a closely related field may be substituted for on (1) year of the required experience.

ATTRIBUTES AND QUALITIES DESIRED:

- Administrative and management skills needed to direct the update of the Background Reports and possibly the Land Use and Resource Management Plan for the Primary Zone of the Delta.
- Demonstrated ability as a team player in working with elected and appointed public officials, groups, and organizations in responding to problems and issues to secure cooperation, understanding, and support;
- Leadership and consensus building skills to develop and foster a management team to meet the challenges facing the Delta Protection Commission;
- Vision to see future challenges and issues affecting the Sacramento-San Joaquin Delta and initiative to develop strategies and programs to meet changing conditions in a proactive rather than reactive manner;

- Commitment to fostering awareness of equal employment objectives to ensure fair and equitable treatment of all employees of the Commission;
- Creativity and the willingness to utilize innovative approaches to meet the goals and objectives of the Commission.
- Ability to reach timely conclusions which serve the best interest of the Delta Protection Commission

SALARY AND BENEFITS:

The current salary range is \$6,468-\$6,994 per month. The successful candidate may be appointed at any salary within the salary range depending upon his/her qualifications.

State employees enjoy a number of benefits such as the following:

- Retirement Plan
- Compensation Plans: 401(K) and 457
- Paid Holidays and
- Medical, Dental and Vision Insurance

START DATE:

As soon as possible, or no later than June 30, 2005.

SELECTION PROCESS:

1. Application and Outline of Qualifications:

A completed Standard State Application Form 678 (available on www.spb.ca.gov, or from State Lands Commission, Personnel Department (916)574-1910) and a written outline of qualifications must be filed with the State Lands Commission Personnel Department, 100 Howe Avenue, Suite 100 South, Sacramento, CA 95825, or postmarked by April 29, 2005. Resumes may not be substituted for the State Standard Application Form 678 and outline of qualifications.

The Outline of Qualifications should include the following:

Part I: Relevant Experience, including:

- A. Job title.
- B. Dates of employment.
- C. Employer's name and address.
- D. Job description.
- E. Narrative description of major activities and functions.
- F. Description of responsibilities.

Part II: Statement of Abilities, including:

- A. Addressing land use issues impacting the Sacramento-San Joaquin Delta and the interrelationships among agencies representing the Delta.
- B. Dealing effectively with a wide range of representatives of government and other public and private interests. This includes communications, negotiations, consensus building and problem resolution.
- C. Directing problem assessment, strategic planning, establishing goals and objectives, formulating value statements and forecasting.
- D. Administering complex projects, including work program development, supervision of contractors, identification of staff and monetary resources, and allocation and management of these resources.
- E. Identifying, obtaining and coordinating resources such as in-kind contribution, grants, and other forms of external project support.

2. Application and Outline of Qualifications Evaluation:

A screening panel will evaluate each application and outline of qualifications. Only the most qualified candidates will be invited to the Oral Interview.

3. Oral Interview by the Interview Committee:

An Interview Committee will conduct oral interviews to evaluate the final competitors in job-related areas such as: knowledge of the Sacramento-San Joaquin Delta and its resources; knowledge of the principles and practices of governmental land use planning and zoning; knowledge of state and federal land use planning and zoning; knowledge of the principles of organization and management; ability to supervise contractors; ability to work effectively with a variety of public and private groups, organizations and individuals; ability to communicate effectively; and the ability to enlist the cooperation and support of diverse groups. The Interview Committee will recommend final candidate(s) to be interviewed by the Commission at the May 26 meeting.

4. Second Oral Interview by the Delta Protection Commission

The final candidate(s) will be interviewed by the Commission at the May 26 meeting in a closed session.

THE DELTA PROTECTION COMMISSION

The Commission was established under the Delta Protection Act of 1992 and is charged with the establishment of State policy with regard to the recognition, preservation, and protection of natural resources in the Delta. The Commission prepared and adopted a "comprehensive long-term resources management plan" for land uses within the Delta Primary Zone in 1995. Local governments are required to conform their general plans

and development permit decisions to the requirements of this plan. The Legislature has directed the Commission to review and update this plan.

The 19 members of the Commission are: the Directors of the Departments of Boating and Waterways, Fish and Game, Parks and Recreation, Water Resources, and Food and Agriculture; the Executive Officer of the State Lands Commission; representatives of the Boards of Supervisors of Contra Costa, Sacramento, San Joaquin, Solano, and Yolo Counties; three City representatives of the Delta Councils of Government (Association of Bay Area Governments, Sacramento Area Council of Governments, San Joaquin County Council of Governments); and five representatives from Delta reclamation districts.